

CHAPTER 2

WORKPLACE VIOLENCE PREVENTION PROGRAM

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I. PURPOSE

To ensure employee safety by defining the County's Workplace Violence Prevention Program as part of the County's Injury and Illness Prevention Program.

II. SCOPE

To maintain compliance with all applicable provisions in Title 8 of the California Code of Regulations regarding workplace safety, and support Chapter 23 of the Shasta County Personnel Rules 'Policy Against Violence In The Workplace'.

III. RESPONSIBILITY

Each County Department is responsible to assess employee safety and workplace security, and to establish and maintain a Workplace Violence Prevention Program (WVPP) for each worksite in conjunction with, or as part of, their departmental Injury and Illness Prevention Program (IIPP).

IV. HAZARD INSPECTION, ASSESSMENT & ABATEMENT

Performing workplace inspections is necessary to assess workplace violence and security hazards. Hazard abatement should be timely and specific. Departments are to conduct inspections and assessments:

1. At the onset of the WVPP;
2. Periodically (scheduled, and at least quarterly);
3. Whenever new or previously unrecognized workplace violence or security hazards are recognized;
4. Within 30 days following any incident of workplace violence (including threat of violence) or breach of security; and
5. Whenever workplace conditions warrant a follow-up inspection.

V. COMMUNICATION

Each Department is responsible for communication of its WVPP utilizing at minimum the following recommended means:

1. Employee training and instruction specific to workplace violence prevention and security;
2. Regular posting of workplace violence prevention and security information;
3. Prompt reporting of incidents of, and threats of, workplace violence and failed security;
4. Protecting employees who report incidents of workplace violence from retaliation; and
5. Promptly investigating all incidents of workplace violence (including threat of violence), and addressing security issues.

VI. INCIDENT REPORTING

Each Department is responsible for prompt and suitable incident reporting, to include utilizing the following as appropriate:

1. When warranted, call the emergency phone number (9-1-1). An emergency is considered to be any serious situation where a law enforcement officer, firefighter, emergency medical help, and/or other assistance, is needed right away.
2. Immediately report any act of, or threat of, workplace violence to your supervisor or manager. If reporting to your supervisor or manager is not possible, report to the CEO, County Personnel, and Risk Management-Loss Prevention.
3. The department supervisor or manager will immediately report the incident to the CEO, County Personnel, and Risk Management-Loss Prevention.
4. Following the incident, the department is responsible to timely submit an appropriate written report to Risk Management-Loss Prevention.
5. The department is responsible to immediately report to CalOSHA any work-related death or serious injury or illness; see Title 8, CCR §342 Reporting Work-Connected Fatalities and Serious Injuries.

VII. TRAINING & INSTRUCTION

Each Department is responsible to ensure all of its employees are provided training and instruction regarding workplace violence prevention and security. Training and instruction shall include the content of and how to locate the WVPP, and shall address general, site-specific and job-specific workplace violence prevention and security, and shall be provided at the following times and annually thereafter:

1. When the WVPP is first established;
2. When new employees are hired;
3. When employees are given new job assignments for which training and instruction has not previously been provided;
4. When new or previously unrecognized workplace hazards or security issues are recognized; and
5. When supervisors and managers are assigned new responsibilities, to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

VIII. RECORDKEEPING

Records of workplace violence and security inspections, and the resulting hazard assessment should indicate:

1. The employee (name, job title, contact information) who conducted the inspection;
2. The date and time when the inspection was conducted;
3. The specific reason why the inspection was conducted;

4. All other persons who were present during the inspection;
5. The specific location(s) inspected; and
6. Any unsafe conditions and/or work practices identified.

If applicable, the corresponding hazard abatement plan to mitigate issues identified by inspection and assessment should include:

1. The specific steps to be taken to define how identified hazards were or will be corrected;
2. The person(s) responsible for correction (name, job title, contact information);
3. When correction is expected to be complete; and
4. When follow-up verification of completion occurred.

Training and instruction records should:

1. Be kept secure, up to date, readily available, and maintained by the department for no less than one year;
2. Identify the person(s) and/or entity(ies) who provided the training and instruction;
3. Identify by name (sign-in sheet if possible) employees provided training and instruction;
4. Indicate when/where/how the training and instruction was provided; and
5. Outline specifics of the training and instruction, and include relevant training materials.